

United States Department of Agriculture
Foreign Agricultural Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: F8-FAS-181

POSITION TITLE: Assistant Agricultural Trade Officer
2 Positions

PAY PLAN, SERIES, GRADE: GS-0135-13
or
Foreign Service equivalent
FO-0135-3

Salary Range: \$47,619 to \$69,930 per annum

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: FAS Wide Civil Service Status; FAS Foreign Service
Officers;
FAS Schedule B employees with re-employment rights
Status Candidates Only

LOCATION OF POSITION: Foreign Agricultural Service
(1) Hong Kong (2) Mexico City, Mexico

POSITION DURATION: Hong Kong - 3 years, Mexico City - 2 years

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-9008 (Additional Information)
(202) 418-9116 (TDD)

FAS NUMBER: (202)418-9127 (Overseas Employees Only)

CONTACT: Elaine Boyd

OPENING DATE: May 4, 1998

CLOSING DATE: May 18, 1998

**(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO
LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)**

ADDRESSES FOR DELIVERY ARE ON LAST PAGE OF ANNOUNCEMENT

NATURE OF ASSIGNMENT: (1) The selectee will be given an excepted service limited appointment, if presently a civil service employee. (2) Selected Foreign Service Officers will remain under their current appointment in the Foreign Service.

Both assignments are for the summer of 1999.

APPOINTMENT TO THIS POSITION IS CONTINGENT UPON RECEIPT OF REQUESTED MEDICAL AND SECURITY CLEARANCES.

TRAVEL/WORKING CONDITIONS: Applicant must be willing to travel throughout Mexico or Hong Kong. This position may require the selectee to travel up to 40% of the time. Medical clearance for the individual and applicable family members is required. The appointment also is subject to obtaining the fullest security clearance.

POSITION: The Agricultural Trade Act of 1978, Public Law 95-501, is intended to strengthen the economy of the United States through increased sales abroad of U.S. agricultural commodities. It provides for the establishment of Agricultural Trade Offices worldwide. These offices are established for the purpose of developing, maintaining, and expanding international markets for U.S. agricultural commodities. Each trade office is directed by an Agricultural Trade Officer.

DUTIES: The incumbent serves as the Assistant Director of the Agricultural Trade Office and will assist the Agricultural Trade Officer who is responsible for directing and supervising all personnel and promotional activities assigned to the Office. The incumbent is responsible for encouraging and promoting the marketing of agricultural products of the United States and assisting American farmers, processors, distributors, and exporters to adjust their operations to meet world conditions.

QUALIFICATION REQUIREMENTS:

The following are minimum qualification requirements for this position:

- One year of specialized experience which
- is typically related to the line of work of the position being filled; and -- has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position.

Note: To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service.

BASIC ELIGIBILITY:

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.
- Status applicants must meet time-in-grade restrictions.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following:

- | | |
|-------------|-----------|
| -Experience | -Training |
| -Education | -Awards |

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

1. Ability to manage personnel and other resources.
2. Ability to develop and implement annual and multi-year marketing programs.
3. First-hand knowledge and experience of international business relations.
4. Knowledge of the U.S. food industry.
5. Communication and reporting skills
6. Ability to deal with others in a cross cultural environment.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

Foreign Service Officers applying for stretch positions must submit KSA's and an application. Foreign Service Officers applying for a position at the equivalent class must submit an application only.

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510, which can be downloaded from www.opm.gov/forms/html/of.htm), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.

- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment applications.
- Faxed applications will only be accepted from those employees assigned overseas.
- Relocation expenses may be authorized.

OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:
 - Individuals with disabilities
 - Former Peace Corps, Vista, Action Cooperative Volunteers
 - VRA Eligibles
 - 30 Percent Disabled Veterans

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)

USDA NONDISCRIMINATION STATEMENT

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- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.